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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

13 November 1957

Deputy Director (Support)
Assistant Deputy Director (Support)
General Counsel
Comptroller
Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Special Support Assistant to the DD/S
Special Planning Assistant to the DD/S
Assistant for Administration, DD/I
Legislative Counsel

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1. At the Deputies' Meeting on 8 November 1957 the Director emphasized his desire that identities and pseudonyms not be used in cables except when real names may tend to compromise the subject matter.

2. Colonel White again urged that a cable not be used when a dispatch will serve the purpose. A good example is itineraries of field trips sent by cable which, with prior advanced planning, could just as well be forwarded by dispatch. [] noted that in October we had an all-time high in our cable traffic.

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3. Colonel White reminded those present of the following reports required to be submitted to the Office of the Deputy Director (Support). In each case negative reports may be made by a telephone call []

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a. The Forecast of TDY Foreign Travel for the six-months period, January to June 1958, is due not later than 20 November 1957. Because the two weekends and Thanksgiving holiday will leave little time for a consolidation of these reports for submission to the Deputy Director (Plans) by 1 December 1957, Office Heads and Staff Chiefs are urged to get this report in before 20 November.

b. The Estimates of Foreign Travel under the Area Familiarization and Survey Program are due by 20 November 1957.

c. Reports of Conflicts of Interest, as required by Notice No. [] are due by 5 December 1957.

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4. Colonel White announced that he has had several favorable reactions to the recent Budget Officers' Conference [] which was sponsored by the Comptroller. Other Offices and Staffs are encouraged to conduct similar meetings of their personnel at the Center. Mr. Saunders gave a resume of the subjects discussed at his Conference.

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5. Colonel White noted that the third Support Exhibit conducted by the Office of Training in the R & S Building appeared to be interesting and worthwhile. He felt that further study should be given to improve this Exhibit since it could do much to sell the Support Services and make our functions known and understood throughout the Agency.

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6. Mr. Stewart gave a report on the current status of the United Givers Fund and Public Service Aid Society drives. As of this date, we have reached 105.5 per cent of our \$85,000 goal for the United Givers Fund. The Public Service Aid Society has collected \$8,491.

7. [] announced that the Office of Training would undertake a review of training programs, both internal and external, which have been implemented by Agency components and previously approved by the Office of Training.

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8. [], Office of Current Intelligence, gave a briefing on the second Soviet earth satellite, Soviet plans for future satellites and rockets to the moon, the cause and effect of the ouster of Zhukov, a summary of recent developments in the Middle East, and the highlights of political and economic conditions in Southeast Asia.

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9. Colonel Edwards discussed a new development in the security of combination lock safes.

10. The meeting adjourned at 1205 hours.

2

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